



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 20 फरवरी, 2006/1 फाल्गुन, 1927

हिमाचल प्रदेश सरकार

ANIMAL HUSBANDRY DEPARTMENT

NOTIFICATION

Shimla-171 002, the 10th November, 2005

No. Fish.-A(4)-6/2005.—In pursuance of the notification published in the Gazette of India Extra ordinary Part-II No. 25 Rajpatra-31, 1927 (SAKA) Right to Information Act, 2005 (No. 22 of 2005) dated 15th June, 2005, the Governor of Himachal Pradesh is pleased to designate the following Officers as Assistant Public Information Officer, Public Information Officer and Appellate Authority at State level for citizen to secure access to information under the control of Public authorities for promoting transparency and

accountability in the working of every public authority in the Animal Husbandry Department, Himachal Pradesh with immediate effect :—

Designation	Complete Office Address	Office Tel. No.	Jurisdiction/Unit under his control for which he will render information to applicants
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Public Information Officer :

Additional/Joint/ Dy. Secretary (Animal Husbandry).	Armsdale Building, H. P. Secretariat Shimla.	2622686	Animal Husbandry Department at Sec- retariat Level.
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Assistant Public Information Officer :

Section Officer (Animal Husbandry).	Armsdale Building, H. P. Secretariat Shimla.	2880403	-do-
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Appellate Authority :

Secretary (Animal Husbandry).	Armsdale Building, H. P. Secretariat, Shimla.	2620887	-do-
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The Governor of Himachal Pradesh is further pleased to publish the records and other activities of the department as required under the provisions of sub-section (I) (b) of Section 4 of the Right to Information Act, 2005 as under :—

The Animal Husbandry Minister is Minister in charge and the organization setup of Department of Animal Husbandry is as under :—

GOVERNMENT/SECRETARIAT LEVEL

1. Secretary (Animal Husbandry) to the Government of Himachal Pradesh.
2. Additional/Joint/Deputy/Under Secretary (as the case may be).
3. Section Officer as Section Incharge.

The functions, powers and duties is as under :

Sl. No.	Particulars	Details
1	2	3
1.	Particulars of Organization Functions and Duties.	Secretary (Animal Husbandry) : is the administrative head of department and discharges the following duties of the Departments :—

- *Administration of the Acts relating to the Department.
- *Animal Husbandry Programmes and extension work.

1 2 3

- *Veterinary aids and services, Hospitals, Dispensaries, outlying Dispensaries including Artificial Insemination Centres.
- *Schemes relating to the development of cattle, sheep and goats, horses, mules, poultry, piggery etc.
- *Disease investigation schemes.
- *Dairy Development and development of Gosadans and Goshalas.
- *Key Village Schemes.
- *Milk Supply Schemes.
- *Training in Veterinary Science and Animal Husbandry.
- *Establishment, budget and accounts matters.
- *Administration of section 35, 94 and 100 of the Himachal Pradesh State Co-operative Societies Act, 1971 in relation to Himachal Pradesh State Co-operative Wool Federation and their constituent co-operative institutions.
- *Approval of recommendations of the DPC, promotion to the post of Class-I and II officers.
- *Relating to policy matter.
- *Promotion/confirmation of Class-I and II Officers.
- *Imposition of minor penalty on Class-I and II officers.
- *Grant of Sanction for prosecution of Govt. servants in respect of Class-I and II officers.
- *Transfer on deputation on Foreign Service of Class-I, II, III Officers/officials.
- *Representation of Class-I and II officers against the adverse remarks in the ACRs.
- *Annual Budget Estimates in respect of these Departments.
- *Replies to the para of report of Estimate Committee and PAC.
- *Such financial powers, matters for which specific powers have been delegated from time to time to the Head of office.
- *Appellate authority in the cases of minor/major (other than compulsory retirement, removal from service and dismissal), penalties imposed upon Class-I, II and III employees also in respect of adverse entries in ACRs of Class-I, II and III officials.
- *Grant of proficiency increment to Class-I and Class-II Officers under Assured Career Progression Scheme.

Additional/Joint/Deputy/Under Secretary (A.H.) :

To assist the Secretary (Animal Husbandry) on the issues as stated above.

Section Officer :

The Section Officer is the incharge of the Animal Husbandry Section in the H. P. Secretariat for the works relating to establishment, budget and accounts matter and all service matter R. and P. Rules disciplinary cases, pay fixation, grant of benefits under ACPS and transfer cases of Class-I and II officers of Animal Husbandry Departments as stated above.

Superintendent Grade-II :

Superintendent Grade-II working in the Secretariat supervises work of some of the dealing hands posted in the Section and submlits their cases through the Section Officer. In the absence of Section Officer, the Superintendent Grade-II supervise the work of entire Section.

Senior Assistants/Junior Assistants :

Senior Assistants/Junior Assistants deal with receipts and submit cases to the Section Officers or Superintendents. They are required to compile data, statistics or information and deal masters including Cabinet Memorandums/Court Cases/Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

Clerks :

Clerks posted in the Section perform duties and functions as assigned to them by the Section Officer/Superintendent including the diary/dispatch work, maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after diarizing to dealing assistants in the Section, to open files and maintain reminder register.

Personal Staff :

The general function of Personal staff i. e. Private Secretary/Personal Assistants/Senior and Junior Stenographers is to aid and assist the Ministers, Secretaries and other Middle level Officers in their day-to-day disposal of work and carry out such duties officially assigned to them. They have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing. Further they have to perform the duties of Receipts of Dak, Preparation of notes and drafts, Attendance of Telephones, Maintenance of Engagement Diary, Control over Vehicle/Driver, Arrangements for tour/pay etc. and also maintenance of records.

2. The Rules, Regulations, instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

The following various rules, regulations, instructions are followed while functioning the different works :—

1. CCS (Leave) Rules, 1972
2. CCS and CCA Rules
3. CCS (Conduct) Rules
4. H. P. Financial Rules
5. FR and SR
6. Delegation of Financial Powers Rules

1	2	3
		7. Budget Manual
		8. Office Manual
		9. Pension Rules
		10. Handbook Volume-I, II and III issued by the Department of Personnel.
		11. Instructions regarding maintenance of ACRs
		12. Instructions regarding pay fixation, Stepping up of pay, granting of ACP benefits and removal of anomaly in pay of senior and junior officers.
3.	The particulars of facilities available to the citizens for obtaining information.	The office of Secretary (AH) and all other offices of this Department are open for general public for collection of any type of information relating to programme and allocation of funds under various Heads of Accounts from 10.00 A. M. to 5.00 P.M. except on holidays. To visit the office of Minister/Officers as well Branch, the gate entry passes are issued to the general public from 3.00 P. M. to 5.00 P. M. on every working day.

By order,

Sd/-
Secretary.

AYURVEDA DEPARTMENT

NOTIFICATION

Shimla-2, the 20th November, 2005

No. Ayur. A (4) 4/2004.—The Governor, Himachal Pradesh is pleased to designate State Public Information Officer and Appellate Authority in respect of Department of Ayurveda as required under section 5 and 19 of the Right to Information Act, 2005 as under :—

Designation	Jurisdiction
1. Assistant Public Information Officer: Section Officer (Ayurveda)	Administrative Department at Secretariat level.
2. Public Information Officer: Special Secretary/Additional/Joint/Deputy/Under Secretary (Ayurveda)	-do-
3. Appellate Authority: Principal Secretary (Ayurveda) to the Government of Himachal Pradesh.	-do-

By order

Sd/-
Pr. Secretary.

TRANSPORT DEPARTMENT**NOTIFICATION***Shimla-171 002, the 9th February, 2005*

No. 3-15/TPT-Loose.—In partial modification of this department's notification of even number, dated 21-12 2001 and 14-10-2003, the Governor, Himachal Pradesh is pleased to re-constitute the Condemnation/Auction Committee of Himachal Road Transport Corporation with immediate effect till further orders :

Condemnation/Auction Committee :*Official Members:*

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|-----------------------------------|---|
| 1. Chairman | General Manager or above the rank of General Manager. |
| 2. Financial Member | Financial Advisor-cum-Chief Accounts Officer/Nominee of the FA & CAO. |
| 3. Member | Divisional Manager (concerned) |
| 4. Other two members of the Board | To be nominated by the Managing Director, HRTC. |

Non-Official Members:

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|--------------------------|---|
| 1. Shri Devender Negi | Member (for Shimla & Maudi Division). |
| 2. Shri Baldev Chaudhary | Member (for Hamirpur and Dharamshala Division). |

By order,

Sd/-
Principal Secretary (Transport).

YOUTH SERVICES AND SPORTS DEPARTMENT**NOTIFICATION***Shimla-2, the 13th December, 2005*

No. YSS(A)(4)-1/2005-Loose.—In continuation of this Department Notification of even No. dated 10th November, 2005 the Governor, Himachal Pradesh is pleased to designate Section Officer, Youth Services and Sports, Himachal Pradesh Secretariat as Assistant Public Information Officer under section 5(1) of the Information Act, 2005 (Act No. 22 of 2005) at the Administrative Department level.

By order,

Sd/-
Pr. Secretary (YSS).



राजपत्र, हिमाचल प्रदेश (असाधारण)

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EXCISE AND TAXATION DEPARTMENT

NOTIFICATION

Shimla-2, the 9th February, 2006

No. EXN-F(3)-1/2001.—In exercise of the powers conferred by section 56 of the Punjab Excise Act, 1914 (1 of 1914), as applicable to the territories transferred to Himachal Pradesh under section 5 of the Punjab Re-organization Act, 1966 and to the areas comprised in Himachal Pradesh immediately before 1st November, 1966, the Governor, Himachal Pradesh is pleased to grant exemption in Excise duty and Assessed fee amounting to Rs. 23681/- (Rs. twenty three thousand six hundred and eighty one only) on liquor to be used for celebrating 13th Re-Union Day function on 15th February, 2006 in favour of Commanding Officer, 9 Corps Signal Regiment and 9 Corps Air Supply Signal Unit, C/O 56 A. P. O.

By order,

Sd/-
Principal Secretary.